

**SUBJECT TO CHANGE  
BOROUGH OF WEST LONG BRANCH  
COUNCIL MEETING**

October 18, 2023  
(Immediately Following Caucus Meeting Which Starts at 6:30 PM)

MAYOR JANET W. TUCCI PRESIDES

MAYOR TUCCI REPORTS SUNSHINE LAW COMPLIED WITH

PRESENT: BRAY CIOFFI, GOMEZ, NEYHART, PENTA, SNIFFEN

ABSENT:

READING AND APPROVAL OF MINUTES:

Executive Session Minutes  
October 4, 2023

Council Minutes  
October 4, 2023

REPORTS OF STANDING COMMITTEES:

MAYOR TUCCI:

COUNCILMAN BRAY (FINANCE & ADMINISTRATION):

COUNCILMAN CIOFFI (RECREATION, ENVIRONMENTAL, & SHADE TREE):

COUNCILMAN GOMEZ (FIRE & EMS):

COUNCILMAN NEYHART (POLICE):

COUNCILMAN PENTA (PUBLIC WORKS):

COUNCILMAN SNIFFEN (PUBLIC PROPERTY):

BOROUGH ADMINISTRATOR GONTER:

BOROUGH CLERK SANTOS:

BOROUGH ATTORNEY BAXTER:

BOROUGH ENGINEER MULLAN:

COMMUNICATIONS:

1. Tax Collector's Monthly Report – September 2023
2. EMS Membership Application – Aldo Monge – Auxiliary Membership
3. Fire Department Membership Application – Kyle Crochet – Active Membership

ORDINANCES:

None.

RESOLUTIONS:

1. R-23-131 Resolution Approving Agreement with the Monmouth County SPCA for Animal Control Services
2. R-23-132 Resolution Approving Revised Rules and Regulations for the West Long Branch Police Department
3. R-23-133 Resolution Awarding Contract – West Long Branch Department of Public Works Building Improvements Project
4. R-23-134 Resolution Approving and Authorizing Pupil Transportation Contract with the Shore Regional High School District
5. R-23-135 Resolution Releasing Escrow Fees for Ralph D. Tawil, Esq. (1062 Broadway)
6. R-23-136 Resolution Releasing Escrow Fees for Bet Yaakov JS Girls, LLC (210 Wall St)
7. R-23-137 Resolution Releasing Escrow Fees for FER Properties, LLC (103 Monmouth Rd)
8. R-23-138 Resolution Awarding Contract for Leaf Composting with Mazza Mulch
9. R-23-139 Resolution Refunding Solicitor License Fee

UNFINISHED BUSINESS:

NEW BUSINESS:

BILLS AND CLAIMS:

OPPORTUNITY FOR ANY PERSON TO BE HEARD:

MOTION TO CLOSE THE PUBLIC PORTION AND ADJOURN:



Monmouth County  
**SPCA**

NOT-FOR PROFIT  
ORGANIZATION  
Founded in 1945

260 Wall Street  
Eatontown, NJ 07724

732.542.0040  
Fax 732.542.4552

**BOARD OF TRUSTEES**

Ross Licitra  
Executive Director

Andrew Grossman  
President

Gary Goldfarb  
Vice President

Laura Saker  
Paul Turner  
Robert Honecker  
Lisa Stavola  
Fred Voccola  
Brigit Magnotta

**SERVICES**

Animal Shelter  
Bereavement Counseling  
Cruelty Investigations  
Dog Obedience Training  
Flea & Tick Products  
Humane Education  
Humane Law Enforcement  
Lost & Found  
Low Cost Spay/Neuter  
Pet Adoptions  
Pet Pantry  
Pet Therapy Program  
Thrift Store  
TNR Program  
Veterinary Clinic  
Volunteer Program  
Wildlife Rescue

September 27, 2023

Stephanie Dollinger-Administrator  
Borough of West Long Branch  
965 Broadway  
West Long Branch, NJ 07764

Ref: Animal Control bid 2024

Dear Mrs. Dollinger,

The Monmouth County SPCA is pleased to submit a contract proposal for the 2024 calendar year for animal control services for the Borough of West Long Branch. If accepted, the Monmouth County SPCA is looking forward to working with the Borough of West Long Branch by providing exceptional service.

Some points in the contract that I would like to highlight are as follows:

- No cost for "in house" medical services
- Municipal Ordinance enforcement as well as NJ Title 4
- Private property response on a police officer's request
- TNR option to provide a cost savings to the Borough

Sincerely,

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Ross Licitra  
Executive Director  
Monmouth County SPCA



Facebook.com/MonmouthCountySPCA



@TheMCSPCA



youtube.com/MonmouthCountySPCA

**MONMOUTH COUNTY SPCA**  
**SOCIETY FOR PREVENTION OF CRUELTY TO ANIMALS**  
**LAW ENFORCEMENT DIVISION**  
**260 WALL STREET, EATONTOWN, NEW JERSEY 07724**  
**732-542-0040**  
**FAX: 732-542-4552**

**THIS AGREEMENT**, made this \_\_\_\_\_ day of \_\_\_\_\_ by \_\_\_\_\_ and \_\_\_\_\_ between the **MONMOUTH COUNTY SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS**, a non-profit 501c(3), organization having principal offices at 260 Wall Street, Eatontown, New Jersey, hereinafter referred to as the "MCSPCA" and \_\_\_\_\_ the Borough of West Long Branch \_\_\_\_\_, a municipal corporation of the State of New Jersey, having principal offices at 965 Broadway, West Long Branch NJ 07764 hereinafter, referred to as the "Municipality".

**WHEREAS**, the Municipality wishes to retain the services of the MCSPCA for animal control for a period beginning the 1st day of January 2024 and ending on the 31<sup>st</sup> day of December 2024.

**NOW THEREFORE**, in consideration of the mutual agreements set forth below, it is agreed that:

1. The MCSPCA shall make their services as independent contractor, as an animal service provider, as hereinafter described, available to the Municipality on a daily basis, during standard business hours, as needed, five (5) days a week. Weekends, Holidays and Night emergency services (after standard day time business hours), will also be provided when necessary on the terms stated bellow. Services are defined as the rescue, custody and care of injured animals, trapped animals, sick animals, animals whose lives are endangered or animals present a danger to humans, including those who have bitten a person.

For the purpose of this Agreement, marine mammals, feral cat colonies and dead deer are specifically excluded, neither shall the MCSPCA trap, rescue, or relocate or care for geese unless same is in need of veterinary care.

Upon the Municipality's request, or in the case for the need of animal humane and/or Services as defines herein, feral cat colonies will remain the responsibility of the person "caretaker" caring for the cats. If there is a sick, rabid, or injured cat, the MCSPCA will provide services and assistance, and shall be entitled to be reimbursed for all the costs and expenses to said feral cat colony. If the colony is abandoned by the caretaker and the MCSPCA is called to remove any and/or care for the colony, the costs and expenses incurred by the MCSPCA will be in addition to the cost for Services and will be the responsibility of the Municipality. If the Municipality enters into a Memorandum of Understanding (MOU) with the MCSPCA for the purpose of TNR, then all terms of the MOU shall be set forth as agreed upon by the MCSPCA and the Municipality and shall supersede certain terms in this contract.

2. The Municipality will pay the MCSPCA the sum of **15,000.00** Annually, said sum to be prorated on a monthly basis of **\$1,250.00**. Payment for all services, including additional costs and expenses as stated herein, and unless express terms to the contrary are agreed, are due thirty (30) days after presentment of invoice and/or Municipality voucher executed by appropriate party, time is of the essence.
3. It is expressly understood, except as otherwise stated, the services include all the costs and expenses incurred by the MCSPCA or its animal control officer in the maintenance of custodial facilities and vehicle to be used by the animal control officer.
4. Upon a request from the Municipality, the MCSPCA shall respond to an emergency as defined herein. Emergency veterinary treatment will be provided to an ill or injured animal as required by the State Law regulation. The MCSPCA reserves the right in its sole discretion to determine that if

the animal requires transportation to an emergency clinic on nights, weekends, or holidays, when our own veterinarians are not available.

If there is no known owner, the cost of in house services shall be covered by the MCSPCA, any expense incurred by the MCSPCA for outside veterinary services will be the responsibility of the Municipality. If the owner is known, the cost and expenses will be bore by the owner.

5. The MCSPCA shall, at the request of an owner of an unwanted animal, render assistance in delivery of said animal to an appropriate humane shelter, including a shelter maintained by the MCSPCA. The MCSPCA will be paid for the cost and expenses of such assistance, which shall be the responsibility of the owner.
6. The MCSPCA shall use reasonable efforts to impound any stray, abandoned or unlicensed dog or cat, running at large on public property within the municipality. When such impoundment occurs, the dog or cat shall be put up for adoption or humanly disposed of, at the sole and exclusive discretion of the MCSPCA, after seven (7) day statutory hold period. It is expressly understood, once the MCSPCA accepts any animal and takes it into custody; it shall become the property of the MCSPCA for the disposition a stated above. The MCSPCA Animal Control Officer (ACO) or MCSPCA Humane Law Enforcement Officer shall issue summons for Municipal Ordinances and NJ Title 4 pertaining to all animal laws that apply under the scope of the ACO's employment. (ie: Dog/Cat licensing, animals running at large, dangerous dog)
7. Upon proof of ownership, any person may redeem his/her animal from the MCSPCA upon payment to the MCSPCA and shall be responsible to pay for any vaccinations and/or necessary medical treatment that the medical team deemed necessary.

8. Once the ownership is established, and the animal is no longer a stray, regular boarding rates at \$20.00 per day shall be paid to the MCSPCA by the owner prior to the release of the animal. No release or redemption shall be honored unless the owner provides proof of ownership and produces a current municipal dog/cat license if applicable. If an animal is unclaimed after seven (7) days, the MCSPCA shall by law take ownership of the animal and offer the animal for adoption, humanly disposed of or any other disposition that the MCSPCA deems humanely appropriate.
9. Any stray dog, cat or any other animal taken into the custody of the MCSPCA and charged with biting a human being, shall be quarantined for the required period of ten (10) days. The cost and expenses incurred during this period shall be the responsibility of the owner. If no known owner, the costs shall be absorbed by the MCSPCA.
10. Transportation of the head of the animal suspected of rabies to the State department shall be provided by the MCSPCA under the condition that the said animal expired on the premises before the ten (10) day quarantine period referred to above. The fee for removal of the head and deliver for rabies examination will be paid by the owner of the animal or absorbed by the MCSPCA if the owner is unknown.
11. The animal control officer shall be an employee of the MCSPCA. The MCSPCA shall indemnify and hold the Municipality harmless from and against any damage caused by the animal control officer, expressly excluded damage caused by the animal.
12. Removal of an animal, including wildlife, inside a home, apartment building, garage, roof, etc., "residence", is not covered under this agreement. The MCSPCA reserves the right to answer/respond to those calls, however, the owner of the premises will be charged \$90.00 per hour during standard business hours and \$118.00 after standard hours. If the nature of the call is

deemed by a police officer and/or Code Enforcement Officer to pose a public safety risk, the MCSPCA shall respond at no cost to the owner of the premise.

13. The MCSPCA shall not be responsible for handling deer or any wildlife carcasses. However the MCSPCA shall retrieve infirmed/ injured deer or wildlife at the MCSPCA's discretion.
14. The Municipality will be charged at an additional charge, a boarding fee of \$20.00 per day, payable monthly, for any animal which, upon request of the Municipality as part of a court process or upon order from a court shall impound an animal. The Municipality agrees to expressly seek reimbursement from the costs uncured by the MCSPCA as any judgement from the owner, in the absence as such; the costs shall be the responsibility of the Municipality.
15. The signatory of this document represents that it/he/she possess the requisite authority to bind the public entity further represents the execution of the Agreement is authorized by Municipality.
16. Except for non-payment, this Agreement contract may be determined during the Term by either party upon sixty (60) days written notice by Certified Mail, Return Receipt Requested, to the other party, in its sole discretion the terminating party may provide an opportunity to cure.
17. It is expressly agreed that the MCSPCA is not obligated to incur any cost, expense or legal fees as a consequence of the failure of the Municipality to timely and fully remit all payment due hereunder; such costs, expenses, legal fees shall be the sole responsibility of the Municipality.
18. The Parties hereto shall indemnify and hold the other harmless from and against any claim, award, cost, expense by any third party, not affiliated in any way employed by either party for any damage or injury caused by the act or omission of the indemnifying party or its agents.



THIS AGREEMENT is a sole expression of the understanding between the parties and may only be modified by a written amendment signed by both parties.

**MONMOUTH COUNTY SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS**

BY: 

**Ross Licitra**  
**Executive Director**

**\*MUNICIPALITY\* Borough of West Long Branch**

BY: \_\_\_\_\_

\_\_\_\_\_

**ATTEST**

Councilmember                    offered the following resolution and moved its adoption:

**RESOLUTION APPROVING AGREEMENT WITH THE  
MONMOUTH COUNTY SPCA FOR  
ANIMAL CONTROL SERVICES**

10/18/23

WHEREAS, the Borough of West Long Branch is in need of animal control services;  
and

WHEREAS, the MONMOUTH COUNTY SOCIETY FOR THE PREVENTION OF  
CRULETY TO ANIMALS, a non-profit 501c(3), organization under State and Federal laws,  
having principal offices at 260 Wall Street, Eatontown, New Jersey, hereinafter referred to  
as the “MCSPCA”, submitted the attached mutual agreement for such services; and

WHEREAS, the Borough wishes to retain the services of the MCSPCA for animal  
control for a period beginning the 1st day of January 2024 and ending on the 31<sup>st</sup> day of  
December 2024.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of  
West Long Branch that the attached agreement for animal control services between the  
Borough of West Long Branch and the Monmouth County SPCA for the provision of animal  
control services be and is hereby approved; and

BE IT FURTHER RESOLVED that the Mayor and Borough Clerk are hereby  
authorized to execute said agreement.

Seconded by Councilmember                    and carried upon the following roll call vote:

AYES:  
NAYS:  
ABSENT:  
ABSTAIN:

I hereby certify the foregoing to be a true and exact copy of the original resolution as  
adopted by the West Long Branch Borough Council on October 18, 2023.

\_\_\_\_\_  
BOROUGH CLERK

# **WEST LONG BRANCH POLICE DEPARTMENT**

## ***RULES AND REGULATIONS***

### **I. Establishment of police department rules and regulations**

#### **A. Police department authority**

1. The Police Department of the Borough of West Long Branch is established pursuant to N.J.S.A. 40A:14-118 and West Long Branch Municipal Code 2-8.1. The West Long Branch Police Department shall after this be called the "department".

#### **B. Department rules**

1. Rules and Regulations Established. The governing body of the **Borough of West Long Branch** hereby adopts and promulgates the department Rules and Regulations, known as the **West Long Branch Police Department Rules and Regulations** and after this called the "rules."

2. Right to Amend or Revoke. In accordance with N.J.S.A. 40A:14-118, the right is reserved by the appropriate authority to amend or to revoke any of the rules contained herein.

3. Previous Rules, Policies and Procedures. All rules previously issued, and policies and procedures that are contrary to the rules contained herein, are hereby revoked to the extent of any inconsistency. All other policies and procedures shall remain in force.

4. Application. These rules are applicable to all sworn police officers of the department and to all civilian employees of the department where appropriate.

5. Distribution. One copy of these rules shall be distributed to each employee of the department.

6. Responsibility for Maintenance. It is the continuing responsibility of each employee to maintain a current copy of the rules, including all additions, revisions and amendments as issued.

7. Familiarization. Employees shall thoroughly familiarize themselves with the provisions of the rules. Ignorance of any provision of these rules will not be a defense to a charge of a violation of these rules. It is the continuing responsibility of each employee to seek clarification through the chain of command for any rule that is not fully understood.

### **Code of Ethics**

Law enforcement is an honorable calling. Service in this field demands a professional rather than an occupational philosophy. Personal honor, a desire for professional status, and devotion to service above self, are the motives which compel a police officer to discharge his responsibility in full measure. Rigid adherence to the principles set out herein is mandatory for anyone accepting a position in the Police Department. Acceptance of these principles should not be perfunctory; it should be weighed carefully. Citizens are quick to criticize any misconduct of members of the department; the community places a trust in police officers and expects them to conduct themselves as to merit this trust. Members should be proud to hold a position that demands so much.

There must be a moral philosophy and strong appreciation of the need for service in any profession. Unwavering adherence to such a moral philosophy will earn for police officers the respect and support of the public. Each member of the Police Department shall conform to the Law Enforcement Code of Ethics, as contained herein.

## **MISSION AND VISION STATEMENTS**

### **Mission Statement**

The West Long Branch Police Department is committed to serving our community as a team of highly motivated proactive

professionals distinguished by unwavering ethical and moral values. We are devoted to building trust and confidence in progressive partnership with our community by equally, fairly, and proactively enforcing the laws.

We are dedicated to improving the quality of life in our community by protecting rights and freedoms, reducing crime and traffic crashes, promoting an atmosphere of safety and security, and addressing resident's concerns.

### **Vision Statement**

Our Vision is:

A cohesive team of well trained and prepared professionals with initiative, a strong proactive work ethic, exceptional interpersonal skills, and a deep sense of pride, working together in an atmosphere of integrity and accountability.

A positive relationship with the community, fostering open communication, understanding, and problem solving; which promote progressive community-based programs, public education and safety initiatives.

Equally, fairly, and proactively enforcing the law, maintaining high visibility to detect and deter crime, and working with other governmental agencies to jointly address community concerns in a safe community where violations are addressed.

## **II. Definitions**

A. Authority. The rights to issue orders, give commands, enforce obedience, initiate action and make necessary decisions commensurate with rank or assignment as provided for in the department rules, policies and procedures. Authority may be delegated by those so designated. Acts performed without proper authority or authorization shall be considered to be in violation of the rules.

B. Chain of command. Vertical lines of communication, authority and responsibility within the organizational structure of the department.

C. Day Off. Those days determined by the appropriate supervisor on which a given employee is excused from duty.

D. Directive. A document detailing the performance of a specific activity or method of operation. "Directive" includes:

1. General order: Broadly based directive dealing with policy and procedure and affecting one or more organizational subdivisions of the department.
  2. Special order: A directive dealing with a specific circumstance or event that is usually self-canceling.
  3. Personnel order: A directive initiating and announcing a change in the assignment, rank or status of personnel.
- E. Employee. All employees of the department, whether sworn regular or special police officers or civilian employees.
- F. May/Should. As used herein words "may" and "should" mean that the action indicated is permitted.
- G. Order. Any written or oral directive issued by a supervisor to any subordinate or group of subordinates in the course of duty.
- H. Policy. A statement of department principles that provides the basis for the development of procedures and directives.
- I. Procedure. A written statement providing specific direction for performing department activities. Procedures are implemented through policies and directives.
- J. Shall/Will. The words "shall" and "will", as used herein, shall indicate that the action required is mandatory.
- K. Supervisor. Employee assigned to a position requiring the exercise of immediate supervision over the activities of other employees.

### **III. General duties and responsibilities**

- A. Police officers shall:
1. Take appropriate action to:
    - a. Protect life and property;
    - b. Preserve the peace;
    - c. Prevent crime;

- d. Detect and arrest violators of the law;
  - e. Enforce all federal, state, and local laws and ordinances coming within department jurisdiction
  - f. Safely and expeditiously regulate traffic;
  - g. Aid citizens in matters within police jurisdiction;
  - h. Take appropriate police action in aiding fellow officers as needed.
  - i. Provide miscellaneous services.
2. Support and defend individual protections, rights and privileges guaranteed by the Constitutions of the United States and New Jersey.
3. Exercise authority consistent with the obligations imposed by the oath of office and in conformance with the policies of the department.
4. Abide by all rules, regulations and departmental procedures and directives governing police officer employees.
5. Be accountable and responsible to their supervisors for obeying all lawful orders.
6. Coordinate their efforts with other employees of the department to achieve department objectives.
7. Conduct themselves in accordance with high ethical standards, on and off-duty.
8. Strive to improve their skills and techniques through study and training.
9. Familiarize themselves with the area of authority and responsibility for the current assignment.
10. Perform their duties promptly, impartially, faithfully and diligently.
11. Perform all related work as required.

B. Supervisors in the department shall:

1. Enforce department rules and insure compliance with department policies and procedures.
2. Exercise proper use of their command within the limits of their authority to assure efficient performance by their subordinates.
3. Exercise necessary control over their subordinates to accomplish the objectives of the department.
4. Guide and train subordinates to gain effectiveness in performing their duties.
5. Use department disciplinary procedures when necessary.
6. When using discipline, comply strictly with the provisions of the department disciplinary process.

C. Chief of Police

1. Pursuant to N.J.S.A. 40A:14-118 and municipal ordinance, the Chief of Police shall be the head of the Police Department and shall be directly responsible to the appropriate authority for the efficiency and day-to-day operations of the department. Pursuant to policies established by the appropriate authority, the Chief of Police shall:
  - a. Administer and enforce the Rules and Regulations of the Police Department and any special emergency directives for the disposition and discipline of the Department and its members and officers;
  - b. Have, exercise, and discharge the functions, powers and duties of the Police Department;
  - c. Prescribe the duties and assignments of all members and officers;
  - d. Delegate such authority as may be deemed necessary for the efficient operation of the Police Department to be exercised under the direction and control of the Chief; and



e. Report at least monthly to the appropriate authority in such form as shall be prescribed on the operation of the Police Department during the preceding month and make such other reports as may be requested by the appropriate authority.

2. Responsibilities. The Chief of Police is responsible to:

a. Establish and maintain the efficient operation of the department.

b. Organize, control and maintain all property and resources of the department.

c. Develop the written organizational structure of the department, including chain of command and duty assignments.

d. Develop and implement policies and procedures necessary to govern and direct the day-to-day operations of the police department.

e. Provide for the proper training of all department employees.

f. Provide for periodic inspections of all police operations to insure compliance with department rules, policies, and procedures.

g. Maintain the overall discipline of the department.

h. Maintain a constructive relationship with the public, community organizations, the media and other law enforcement agencies.

i. Prepare and submit the annual budget and proposed expenditure programs to the appropriate authority or other designated officials.

j. Allocate funds within the budget, which are appropriated by the governing body.

k. Provide for performance evaluations of all department employees.

D. Civilian employees shall:

1. Take appropriate action to perform the duties of their positions promptly, faithfully and diligently.
2. Exercise authority consistent with the obligations imposed by their position and in conformance with the policies of the department.
3. Be accountable and responsible to their supervisors for obeying all lawful orders.
4. Coordinate their efforts with other employees of the department to achieve department objectives.
5. Conduct themselves in accordance with high ethical standards, on and off-duty.
6. Strive to improve their skills and techniques through study and training.
7. Familiarize themselves with the area of authority and responsibility for the current assignment.
8. Abide by all rules, regulations and departmental procedures and directives governing civilian employees.
9. Perform all related work as required.

**IV. Rules of conduct**

Each Code of Conduct described throughout the Rules & Regulations has been assigned a Penalty Classification as defined in section VII, D. This classification is intended to inform the affected employee of the possible range of penalties for a first violation of any Code of Conduct. The Penalty Classification, where appropriate, appears after each rule or regulation.

A. General conduct:

**1. Conduct unbecoming a Police Officer**

Due to the nature of police work, the need for organizational cohesion and cooperation, the awesome power and public trust granted police officers, the autonomy they often work

under and the credibility needed to sustain effective law enforcement; police officers must be held to the highest standard in order for a police department to carry out its law enforcement mission.

Accordingly, police officers shall conduct themselves at all times, both on and off duty, with high ethical standards, so as not to bring discredit upon themselves as police officers or upon the Police Department. Conduct unbecoming a police officer is grounds for disciplinary action and shall be defined as any improper conduct which tends to weaken public respect or confidence in the police department or which adversely impacts the confidence amongst fellow officers.

This conduct includes but is not limited to:

- Unlawful, disorderly, immoral, deceitful, dishonest or unethical conduct by a police officer that adversely affects the morale, efficiency or good order of the police department or damages the reputation of the officer or department.
- Cowardly or other dishonorable conduct by a police officer that injures or puts at risk any person or which tends to lower public confidence in the officer or police department or the mutual confidence among police officers.
- Slander, false reporting or any means of retaliation by a police officer against any department employee for their official acts.
- The willful violation of the code of conduct as set forth in the Police Department manual including the Law Enforcement Code of Ethics.

## **2. Abuse of authority**

Willful misuse of police powers by any member for the purpose of violating the rights of any person is prohibited.

## **3. Assistance**

All members are required to take appropriate action toward aiding a fellow police officer exposed to danger or in a situation where danger might be impending.

## **4. Truthfulness**

All employees are required to be truthful at all times (a) whether testifying under oath or (b) when not under oath and while reporting and answering questions posed by superior officers and/or (c) internal affairs investigators.

## **5. Performance of duty**

Employees shall give suitable attention to the performance of duty and shall perform their duties as required or directed by law, departmental rule, regulation, policy, procedure or lawful order of a superior officer. All lawful duties required by competent authority shall be performed as promptly as directed, notwithstanding the employee's general assignment of duties and responsibilities.

## **6. Responsibilities**

Members of the department are always subject to duty and they shall at all times respond to the lawful orders of superior officers and other proper authorities, as well as calls for police assistance from citizens. Proper police action must be taken whenever required. The administrative delegation of the enforcement of certain laws and ordinances to particular subdivisions of the department does not relieve members of other subdivisions from the responsibility of taking prompt, effective police action within the scope of those laws and ordinances when the occasion so requires. Members assigned to special duties are required to take proper action outside the scope of their specialized assignment when necessary.

## **7. Supervision of subordinates**

Department supervisors shall properly monitor, instruct, counsel, supervise, direct, and discipline the personnel assigned to their command and enforce all department rules, regulations, policies, procedures, directives and orders issued by competent authority.

- Supervisors are required to promptly report any unsatisfactory performance or violations through official channels.
- Supervisors are responsible for attempting to create a positive attitude amongst their subordinates and in so doing must endorse the policies, directives and decisions of their superiors.

8. Action Off Duty. While off duty, police officers shall take appropriate action as needed in any police matter that comes to their attention within their jurisdiction as authorized by New Jersey law and department policy.

**9. Obedience to laws, regulations and orders**

Employees shall obey all laws, ordinances, rules and regulations, policies and procedures, general orders, written directives and verbal orders of superiors of the department as applicable.

a. Employees must notify the Chief of Police if he or she has been charged with an offense, received a motor vehicle summons or been involved in a domestic violence incident.

10. Withholding Information. Employees shall report any information concerning suspected criminal activity of others.

11. Reporting Violations of Law or Rules. Employees knowing of other employees violating laws, ordinances, or rules of the department, shall report it in writing to the Chief of Police through official channels. If the employee believes the information is of such gravity that it must be brought to the immediate, personal attention of the Chief of Police, official channels may be bypassed.

**12. Insubordination.**

Employees shall promptly obey all lawful orders issued by supervisors and superior officers. While on duty or on borough property, employees shall not ridicule a superior officer or an order of a supervisor or superior officer whether in or out of the officer's presence. Employees shall not use disrespectful, mutinous, insolent or abusive language toward a supervisor or superior officer.

**13. Conduct toward superior and subordinate officers and associates**

Employees shall treat superior officers, subordinates and associates with respect. They shall be courteous and civil at all times in their relationships with one another. When on duty and particularly in the presence of other members, employees or the public, employees shall demonstrate a positive attitude. All officers of the department shall address superior officers by rank while on duty, in public, or on borough property.

14. Compromising Criminal Cases. Employees shall not interfere with the proper administration of criminal justice.

15. Recommending Attorney and Bail Bond Brokers Prohibited. Employees shall not suggest, recommend, or advise the

retention of any attorney or bail bond broker to any person as a result of police business.

16. Posting Bail. Employees shall not post bail for any person in custody, except relatives.

17. Use of Force. Employees shall follow written Attorney General Guidelines, department policy and procedure on the use of force.

18. Fitness for duty. Police officers shall maintain sufficient physical and psychological condition in order to handle the variety of activities required of a law enforcement officer.

19. Driver's License. Employees operating department motor vehicles shall possess a valid New Jersey driver's license. Whenever a driver's license is revoked, suspended, expired or lost, the employee shall immediately notify the appropriate supervisor giving full particulars.

20. Address and Telephone Numbers. Employees shall record their correct residence address and telephone number with the Chief of Police. Employees are required to have a working Cell phone. Any change of address or telephone number is to be verbally reported to the duty OIC immediately and in writing to the Chief of Police within twenty four (24) hours of the change. Address is defined as a location where the employee is residing/visiting for 7 or more calendar days in a 30 day period

**21. Neglect of duty:**

Employees shall faithfully and diligently carry out all of the duties and fulfill all of the obligations of their office. Failure to take appropriate action on the occasion of a crime, disorder, or other action or condition deserving of police attention or any other omission by an employee which represents an abandonment of one's duties, obligations or assignment is neglect of duty and will subject that employee to discipline

**22. Knowledge of laws and regulations:**

Member shall familiarize themselves with their current assignment and are required to establish and maintain a working knowledge of all laws and ordinances in force in the borough as well as all rules, regulations, policies, procedures and general orders of the department.

- In the event of improper action or a breach of discipline, it will be presumed that the affected member was familiar with the law, ordinance, rule, regulation, policy, procedure, or order in question.

### **23. Traffic Enforcement:**

Patrol Officers are charged with the enforcement of all provisions of local and state traffic laws. Failure to take appropriate action in traffic violation cases is considered neglect of duty. Appropriate actions is defined as that action that preclude reoccurrence such as issuance of traffic summons, warnings, etc.

## **B. Orders**

### **1. Issuing Orders**

a. Manner of Issuing Orders. Orders from a supervisor to a subordinate shall be in clear and understandable language.

b. Unlawful Orders. No supervisor shall knowingly issue any order that is in violation of any law or ordinance.

c. Improper Orders. No supervisor shall knowingly issue any order that is in violation of any department rule, policy, or procedure without just cause. The supervisor who issues any such order will be required to justify his actions to the satisfaction of the Chief of Police or face disciplinary action.

### **2. Receiving Orders**

a. Questions Regarding Orders. Employees in doubt as to the nature or detail of an order shall seek clarification from their supervisors through the chain of command.

b. Obedience to Unlawful Orders. Obedience to an unlawful order is never a defense for an unlawful action; therefore, no employee is required to obey any order that is contrary to any law or ordinance. Responsibility for refusal to obey rests with the employee, who will be required to justify the refusal to obey.

c. Obedience to Improper Orders. Employees who are given any order which is contrary to department rule, policy, or procedure must first obey the order to the best of their ability, and then report the improper order as provided.

d. Conflicting Orders. Upon receipt of an order conflicting with any previous order, the employee affected will advise the person issuing the second order of this fact. Responsibility for countermanding the original order rests with the individual issuing the second order. If so directed, the latter order shall be obeyed first. Orders will be countermanded, or conflicting orders will be issued, only when reasonably necessary for the good of the department.

e. Reports of Unlawful or Improper Orders. An employee receiving an unlawful or improper order shall, at first opportunity, report in writing to the next highest-ranking supervisor above the supervisor who issued the unlawful or improper order. The supervisor receiving said report shall immediately forward it to the Chief of Police. The Chief of Police shall conduct action regarding such a report.

**f. Criticism of official acts or orders**

Employees shall not criticize any lawful official actions, instructions, or orders of any department member in a manner which is defamatory, obscene, sarcastic, unlawful or which tends to impair the efficient operation, image, authority or reputation of the department or any supervisor within the department.

**C. Police Records and Information**

1. Release of Information. Employees shall not release any information nor reveal any confidential business of the department to the public or the press except as provided in department policy and procedure.

2. Department Records. Contents of any record or report filed within the department shall not be exhibited or divulged to any person other than a duly authorized police officer, except with the approval of the appropriate supervisor, or under due process of law, or as permitted under department policy and procedures.

3. Reports. No employee shall knowingly falsify any official report or enter or cause to be entered any inaccurate, false, or improper information on records of the department.

**D. Gifts, rewards, etc.**



1. Soliciting or Accepting Benefits. Employees shall not directly or indirectly solicit, accept or agree to accept any benefit not allowed by law to influence the performance of their official duties.

2. Rewards. Employees shall not accept any gift, gratuity, or reward in money or other compensation for services rendered in the line of duty, except that which may be authorized by law and department policy.

3. Disposition of Unauthorized Gifts, Gratuities. Any unauthorized gift, gratuity, loan, fee, reward, or other object coming into the possession of any employee shall be forwarded to the Chief of Police together with a written report explaining the circumstances.

#### E. Alcoholic Beverages and Drugs

1. Consuming Alcoholic Beverages before Duty. Employees shall not consume alcoholic beverages within six hours prior to reporting for duty.

2. Being Under the Influence. Employees shall not report for duty under the influence of any alcoholic beverage.

3. Consuming Alcoholic Beverages on Duty. Employees of the department shall not consume any alcoholic beverage while on duty.

4. Exception. Employees while assigned to duty in civilian clothes may consume alcoholic beverages only if such consumption:

- a. is absolutely necessary in the performance of duty, and
- b. has been approved by the appropriate supervisor, and
- c. does not render the employee unfit for proper and efficient performance of duty.

5. Consuming Alcoholic Beverages Off Duty in Uniform. Employees shall not consume alcoholic beverages while off duty and in uniform or any recognizable component of the uniform.

6. Alcoholic Beverages in Police Buildings. Alcoholic beverages shall not, at any time, be consumed in police buildings or facilities.

7. Supervisors' Responsibility. Supervisors shall not assign to duty or allow to remain on duty any employee whose fitness for duty is questionable due to the use of alcohol or medication.

8. Possession of Alcoholic Beverages. Employees shall not have alcoholic beverages on their person while on duty or in uniform, nor in any police department building or vehicle, except for evidential or other authorized purpose.

9. Entering Licensed Premises. Employees in uniform shall not enter any licensed premises where alcoholic beverages are sold or stored, with the exception of purchasing ~~to~~ or consuming a non-alcoholic item.

10. Taking Medication on Duty. Employees of the department shall not take any medication that may diminish their alertness or impair their senses prior to or after reporting for duty unless directed by a physician and shall notify the Chief of Police in writing with medication name.

11. Notification about Medication. When employees are required to take any prescription medication or any non-prescription medication that may diminish their alertness or impair their senses, the employee shall notify the duty supervisor as to the medication required, its properties, the dosage and the period during which the employee is required to take the medication. This notification shall be by the prescribing physician. If the medication is a non-prescription drug the employee shall make this notification. The required notification shall be made prior to the employee reporting for duty. This information so provided shall be confidential.

12. This department shall conduct random drug testing of police officers in accordance with the Drug Testing Policy of the Attorney General.

## F. Duty conduct

### **1. Reporting for duty**

Employees shall report for duty, properly uniformed and equipped, on the date, time and place specified.

2. Absence from Duty. An employee who fails to appear for duty at the date, time, and place specified without the consent of competent authority is absent without leave. Supervisors shall immediately report to the Chief of Police verbally and, within twenty four (24) hours, in writing, notice of any employee who is absent without leave.

- a. Any police officer who shall be absent from duty without just cause for a term of five (5) days continuously, and without leave of absence, shall at the expiration of such five (5) days, cease to be a member of the police department. Source: N.J.S.A. 40:14A-122.

### **3. Prohibited activity on duty**

Employees who are on duty are prohibited from engaging in activities which are not directly related to the lawful performance of their official duties, including, but not limited to (which list is to be illustrative and not exhaustive):

- A. Sleeping.
- B. Conducting private meetings.
- C. Gambling, unless to further a police purpose (with the consent of the Chief of Police).
- D. Sexual activity of any kind.
- E. Meeting with other officers for excessive time periods without permission of a supervisor, loafing and idling is never tolerated.
- F. Pursuing personal relationships:
  - 1. Without coercion created by an officer's official authority
  - 2. With coercion created by an officer's official authority
- G. Leaving the borough without supervisory approval.

4. Smoking While On Duty. Employees shall not smoke in Borough owned buildings. Employees shall make every effort not to smoke on duty while in direct contact with the public.

5. Distracters. The use of any item or object that distracts an employee from the performance of duty other than equipment authorized by the department is prohibited while on duty.

6. Relief. Employees are to remain at their assignments and on duty until properly relieved by other employees or until dismissed by competent authority.

7. Meals. All meals will be consumed within authorized areas, subject to modification by the shift supervisor.

8. Training. Employees shall attend training at the direction of the appropriate supervisor. Such attendance is considered a duty assignment, unless the prevailing collective bargaining agreement provides otherwise.

9. Military Courtesy. When meeting in public, officers shall conform to normal courtesy standards and refer to each other by rank.

10. National Colors and Anthem. Uniformed employees will render full military honors to the national colors and anthem at appropriate times. Employees in civilian dress shall render proper civilian honors to the national colors and anthem at appropriate times.

11. Reporting. Employees shall promptly submit such reports as are required by the performance of their duties or by competent authority.

#### **12. Physical fitness for duty –**

All members of the department shall maintain good physical condition so they can handle the strenuous physical contacts often required of a law enforcement officer.

#### **13. False reports**

Employees shall not knowingly submit written or oral communications that are fabricated, factually inaccurate or intentionally misleading and that could lead to an investigation or prosecution of any person for a crime, offense or violation of departmental rule, regulation, policy, procedure, etc.

### **G. Uniforms, appearance and identification**

1. Regulation Uniforms Required. All police officers and uniformed civilians shall maintain uniforms prescribed in department policy and procedure. Uniforms shall be kept neat, clean and well-pressed at all times.

2. Manner of Dress on Duty. Employees shall wear the uniform or civilian clothing on duty as prescribed by department policy and procedure for the employee's current assignment.

3. Wearing Jewelry on Duty. Police officers on duty shall not wear loose fitting jewelry which may be grasped during a struggle or which can inflict injury or retard the mobility of the officer. This provision shall not prohibit non-uniform officers on duty from wearing jewelry appropriate for the conditions of their current assignment in accordance with department policy. The Borough of West Long Branch will not accept responsibility for replacing or repairing lost or damaged personal jewelry except as specified in section IV, H.1 of these rule and regulations.

4. Personal Appearance. Employees, while on duty, shall be neat and clean in person, with uniform or clothes clean and pressed. This provision shall not prohibit non-uniform officers on duty from dressing appropriately for the conditions of their current assignment in accordance with department policy.

5. Wearing or Carrying Identification. Employees shall wear or carry their department identification at all times, provided that it is practical under the circumstances.

6. Identification as Police Officer. Except when impractical or where the identity is obvious, police officers shall identify themselves by displaying the official badge or identification card before taking police action.

7. Uniform and Equipment Damage Claim. Any claims for damage to clothing, equipment, wristwatches or eyeglasses caused by performance of duty shall be made by submitting a written report to the Chief of Police. The department will reimburse an employee up to one hundred (\$100.00) for the replacement or repair of a personally owned wristwatch.

#### H. Department equipment and property

1. Equipment on duty. Employees shall carry all equipment on duty as prescribed in department policy and procedure based on their assignment

2. Equipment off duty. Employees shall carry equipment off duty as prescribed in department policy and procedure based on their assignment.

3. Firearms. Employees shall follow department policy and procedure on the care and handling of firearms.

4. Department Property and Equipment. Employees are responsible for the proper care of department property and equipment assigned to them or used by them in the course of duty.

5. Use of Department Property and Equipment. Employees shall not use department property or equipment for personal business or pleasure.

6. Damaged or Inoperative Property or Equipment. Employees shall immediately report to their shift supervisor any loss of or damage to department property assigned to or used by them. The shift supervisor shall also be notified of any defects or hazardous conditions existing in any department equipment or property.

7. Care of Department Buildings. Employees shall not mark or deface any surface in any department building. No material shall be affixed to any wall in department buildings without specific authorization from the duty officer in charge.

8. Notices. Employees shall not mark, alter or deface any posted notice of the department. Notices or announcements shall not be posted on bulletin boards without permission of the on duty supervisor, except those areas designated for use by the collective bargaining units.

9. Use of Department Vehicles. Employees shall not use any department vehicle without the permission of the on duty supervisor. Department vehicles shall never be used for personal business or pleasure except as provided for in department policy.

10. Operation of Department Vehicles. When operating department vehicles, employees shall not violate traffic laws except in cases of emergency and then only in conformity with state law and department policy and procedure regarding it.

11. Transporting Citizens. Citizens will be transported in department vehicles only in conformance with department policy.

12. Reporting Accidents. Accidents involving department personnel, property, equipment and vehicles must be reported in accordance with department policy and procedure.

13. Inspection. Departmental property and equipment is and remains the property of the department and is subject to entry and inspection without notice.

14. Liability. If department property is damaged or lost as a result of misuse or negligence by an employee, that employee is subject to disciplinary action and at the discretion of the Chief of Police or Police Committee, may be held liable to reimburse the department for the damage or loss.

15. Surrender of department property.

a. Upon Separation From the Department. Employees are required to surrender all department property in their possession upon separation from the service. For failure to return a non-expendable item, the employee will be required to reimburse the department for the fair market value of the article.

b. Under Suspension. Any employee under suspension shall immediately surrender their identification, badges, Borough owned firearm(s) (if applicable), and any other department property that the Chief of Police deems appropriate, to the appropriate supervisor pending disposition of the case.

I. Communications, correspondence

1. Restrictions. Employees shall:

a. Not use department letterheads for private correspondence.

b. Only send correspondence out of the department under the direction of the appropriate supervisor.

2. Forwarding Communications. Any employee who receives a written communication for transmission to another employee shall forward it without delay.

3. Use of Department Address. Employees shall not use the department as a mailing address for private purposes without prior approval of the Chief of Police. The department address shall not be used for any private vehicle registration or driver license.

4. Telephones. Department telephone equipment may not be used for personal use involving toll charges except as provided for in the department's policy.

5. Radio Discipline. Employees operating the police radios shall strictly observe the procedures and restrictions for such

operations as set forth in department policy and procedure and by the Federal Communications Commission.

#### J. Conduct toward public

1. Courtesy. Employees shall be courteous and orderly in their dealings with the public. They shall perform their duties politely, avoiding profane language and shall always remain calm regardless of provocation.

2. Request for Identification. Upon request, employees are required to supply their name and identification number in a courteous manner.

3. Impartiality. Employees shall not exhibit bias or favoritism toward any person because of race, sex, sexual orientation, creed, color, national origin, ancestry, influence or political affiliation.

4. Use of Derogatory Terms. Employees shall not use language that is derogatory to anyone because of race, sex, sexual orientation, creed, color, national origin, ancestry, or influence.

5. Affiliation with Certain Organizations Prohibited. No employee shall knowingly become a member of any organization which advocates the violation of law, or which professes hatred, prejudice, or oppression against any racial or religious group or political entity, except when necessary in the performance of duty and at the direction of the Chief of Police.

6. Representing the Police Department. Employees shall not give public speeches or demonstrations on behalf of the department, nor shall they endorse any product or service as a representative of the department, without prior approval from the Chief of Police.

#### K. Political activities

1. Employees shall not be candidates for or hold office in elective public positions or political organizations within or inclusive of the jurisdiction in which they are employed unless authorized to do so by the county prosecutor.

2. Employees may contribute funds or any other thing of value to candidates for public office subject to the provision of law governing such contributions.



3. Employees shall not engage in any political activity while on duty, or while in uniform, or at any other time if to do so would conflict with their duties or impair their ability to perform their duties.

4. Employees shall not directly or indirectly use or attempt to use their official position to influence the political activity of another person.

5. Employees shall not engage in any polling duties except in the performance of their official duties.

6. Employees shall not display any political material on any government property or on their person while on duty or in uniform.

#### L. Judicial appearance and testimony

1. Duty of Employee to Appear and Testify. Employees shall appear and testify on matters directly related to the conduct of their office, position or employment before any court, grand jury, or the State Commission of Investigation when required.

2. Subpoena. Employees must attend court or quasi-judicial hearings as required by a subpoena. Permission to omit this duty must be obtained from the prosecuting attorney handling the case or other competent court officials.

3. Court Appearance. When appearing in court on department business, employees shall wear either the department uniform or appropriate business attire.

4. Testifying for the Defendant. Any employee subpoenaed to testify for the defense or against the municipality or department in any hearing or trial shall notify the Chief of Police immediately upon receipt of the subpoena.

5. Department Investigations. Employees are required to answer questions, file reports, or render material and relevant statements, in a departmental investigation when such questions and statements are directly related to job responsibilities. Employees shall be advised of, and permitted to invoke, all applicable constitutional and statutory rights, including consultation with their designated representative.

6. Truthfulness. Employees are required to be truthful at all times whether under oath or not.

7. Civil Action, Subpoenas. Employees shall not volunteer to testify in civil actions arising out of department employment and shall not testify unless subpoenaed. If the subpoena arises out of department employment or if employees are informed that they are a party to a civil action arising out of department employment, they shall immediately notify the Chief of Police.

8. Civil Depositions and Affidavits. Employees shall confer with the Chief of Police before giving a deposition or affidavit on a civil case relating to their police employment.

9. Civil Action, Expert Witness. Employees shall not volunteer or agree to testify as expert witnesses in civil actions without the prior written approval of the county prosecutor.

10. Civil Process. Employees shall not serve civil process or assist in civil cases unless the Chief of Police approves such service.

## **V. Personnel regulations**

### **A. Hours and Leave**

1. Hours of Duty. Employees shall have regular hours assigned to them for active duty, and when not so employed, they shall be considered off duty.

2. Scheduled Days Off. Employees are entitled to days off pursuant to appropriate collective bargaining agreements and are to take such days according to a schedule arranged by the appropriate supervisor.

3. Vacation Leave. Employees are entitled to vacation days off pursuant to appropriate collective bargaining agreements, department policy and procedure, and approval of the vacation schedule by the appropriate supervisor.

4. Other Leaves. Employees are entitled to other leave as provided for in collective bargaining agreements, by law and by department policy and procedure, subject to approval of the schedule by the appropriate supervisor.

5. Sick Leave. Employees are entitled to sick days off pursuant to appropriate collective bargaining agreements and department policy and procedures.

a. Sick Leave Defined: Sick leave is the period that an employee is excused from active duty by reason of illness or injury.

6. Reporting Sick or Injured. Employees unable to report for duty because of sickness or injury shall make notification to Dispatch. Employees shall list their place of confinement or any subsequent change in their place of confinement for duration scheduled work hours in accordance with Department Policy.

7. Sick or Injured While on Duty. Employees taken sick or injured while on duty shall report the facts to the duty officer in charge and shall remain on duty until relieved, unless excused by the officer in charge. The only exception to this Rule would be where the sickness or injury is disabling to the point of preventing compliance. As soon as possible, the employee will submit an operations report documenting in detail his illness or injury to the Chief of Police or his designee. The Chief of Police will cause to have all claims of injury while on duty thoroughly investigated.

8. Abuse of Sick Leave. Employees who feign illness or injury and absent themselves from duty because of such claim shall be subject to disciplinary action.

9. Doctor's Certificate. Any employee being absent from duty because of illness or injury may be required to furnish a doctor's certificate to the Chief of Police documenting said illness or injury or undergo examination by a doctor selected by the Borough of West Long Branch as per the terms of any current collective bargaining agreement.

10. Suspension of Leave. Any vacation leave, scheduled day off, or other leave of absence may be suspended when an emergency that reasonably could not have been foreseen is declared by appropriate department authority, and which unavoidably requires utilization of additional employees who are not scheduled to work.

11. Injured on Duty; Worker's Compensation. In the event an employee of the department is injured as the result of an accident arising out of and in the course of his employment, he shall be entitled to and receive full pay while so injured and disabled, except that there shall be deducted the amount of money which

the member is paid under the provisions of Chapter 15 of Title 34 of the revised statutes of New Jersey (Workman's Compensation) for temporary disability. The employee of the department shall be entitled to full pay while disabled as a result of an accident arising out of and the course of his employment only so long as he receives temporary disability payments under Worker's Compensation. As soon as the temporary disability payments stop, the employee of the department shall no longer be entitled to full pay unless he returns to full time duty.

#### B. Secondary Employment

1. Secondary Employment. Employees may engage in secondary employment consistent with the provisions of the Borough Ordinance.

#### C. Resignation

1. Resignation to be in Writing. All resignations of employees must be in writing and bear the signature of the person resigning. Employees shall provide no less than two weeks written notice to the Chief of Police.

### **VI. Military Service**

#### A. Enlistment or Reenlistment in National or State Military Organizations.

1. Employees of the department shall not enlist, reenlist or accept a commission in any Federal or State military organization without receiving prior permission of the Chief of Police.
2. Before reporting for extended military service, employees of the department shall surrender all department property held by them to the Chief of Police.
3. When a department employee has been classified "1-A" by Selective Service, or is ordered to report for examination, he shall immediately make these facts known to the Chief of Police.
4. Department employees on military leave for field training must notify the Chief of Police at least thirty (30) days before the date their training period is scheduled to begin. They must also submit copies of their official military orders at least five (5) days prior to the date they are to report.

## **VII. Discipline:**

### **Purpose:**

1. The department has established this disciplinary process as a means of achieving the below listed objectives through the reasonable and consistent application of discipline to address breaches of the code of conduct:

- A. Insure the highest professional standards for law enforcement within the agency.
- B. Providing citizens with a fair and effective avenue for redress of their legitimate grievances against law enforcement officers.
- C. Protect employees from false charges of misconduct or wrongdoing and provide accused officers with due process safeguards.
- D. Monitoring officers' compliance with laws, ordinances, and departmental rules, regulations, policies, procedures, directives and orders.
- E. Identifying problem areas in which increased training or direction is necessary.

### **2 Factors**

Disciplinary action shall be imposed to accomplish the purposes of the disciplinary process and shall take into account all of the aggravating and mitigating factors of the case, including, but not limited to:

- A. Nature of the offense.
- B. The disciplinary record of the accused officer.
- C. The need to deter the accused officer or other officers from similar conduct.
- D. The harm or potential for harm resulting from the conduct.

### **3 Disciplinary action**

**A.** Department employees, regardless of rank, shall be subject to disciplinary action, according to the nature of the offense, for violating their oath and trust by committing an offense punishable under the laws or statutes of the United States, the State of New Jersey or the Borough Municipal

Code, or failure, either willfully or through neglect or incompetence, to perform the duties of their rank or assignment; or for violation of any rule, procedure or written directive of the department; or for failure to obey any lawful instruction, order or command of a superior officer. Disciplinary action in all cases will be decided on the merits of each case and in conformity with controlling state law.

**B.** within the limitations set forth in the Rules of RSNJ 40A:14-147 to 150, inclusive and Borough Ordinances, the Department disciplinary authority and responsibility rests with the Chief of Police. Except for Oral reprimands and Emergency Suspensions, the Chief of Police will administer Departmental discipline.

**C.** 1. When employees are Subject to Disciplinary Action. Employees, regardless of rank, shall be subject to disciplinary action, according to the nature or aggravation of the offense, for:

a. committing an offense punishable under the laws or statutes of the United States, the State of New Jersey or any other State, or municipal ordinances.

b. failure, either willfully or through negligence or incompetence, to perform the duties of their rank or assignment.

c. violation of any rule, policy, procedure, or directive of the department; or

d. failure to obey any lawful instruction, order, or command of a superior officer.

e. for violating any of the following causes although such disciplinary action shall not be deemed to be limited to those here listed:

(1) Indecent or profane language.

(2) Unnecessary violence to a prisoner or others.

(3) Neglect in paying just debts.

(4) Improper patrol of post.

(5) For making known any proposed action or movement of the Police Department, or for revealing any Departmental order, other than to those persons immediately concerned in their execution.

(6) Publicly commenting upon the official action of any West Long Branch public official or Department employee while in uniform or on duty.

(7) Failure to report a known violation of criminal law.

(8) Failure to report a known violation of Borough Ordinance.

(9) Swearing falsely in application for appointment to the Department of Police, or to such other papers as required of him as affidavit in accordance thereto.

(10) Soliciting anyone to intercede with the Chief of Police, Police Committee, Mayor or members of the Council in relation to promotion assignments, disposition of pending charges, or findings in a departmental trial or other related matter.

(11) Neglect of duty. Any violation or offense not specifically set forth and classified as to penalties in the rules and regulations in respect to discipline will be charged under this section.

2. Repeated Violations. Repeated violations of the rules of conduct shall be indicative of the employees' disregard for their duty and may be cause for dismissal. This shall apply regardless of the type or severity of the offenses.

3. Disciplinary action in all cases will be decided on the merits of each case.

4. The list of misconduct is to be illustrative and not exhaustive.

#### **4 Penalties**

The department may impose the following forms of discipline:

- A. Minor Discipline – employee not entitled to a hearing
  - 1. Counseling
  - 2. Oral reprimand
  - 3. Written reprimand

- B. Major Discipline – employee entitled to hearing
1. Surrender of leave time in lieu of other action
  2. Suspension with pay
  3. Suspension without pay
  4. Loss of promotion opportunity
  5. Demotion
  6. Termination

## **5 Causes for removal**

Any one of the following may be cause for removal from the service, although removals may be made for sufficient causes other than those listed (which list is to be illustrative and not exhaustive):

- A. Neglect of duty.
- B. Incompetence or inefficiency.
- C. Incapacity due to mental or physical disability.
- D. Insubordination or serious breach of discipline.
- E. Intoxication while on duty.
- F. Illegal drug usage.
- G. Chronic or excessive absenteeism.
- H. Disorderly or immoral conduct.
- I. Willful violation of any of the provisions of the rules and regulations or other statutes relative to the employment of public employees.
- J. The conviction of any criminal act.
- K. Negligent or willful damage to public property.
- L. Conduct unbecoming an employee in the public service.
- M. Conduct unbecoming a police officer.
- N. The use or attempted use of one's authority or official influence to control or modify the political action of any person.
- O. Lying, misrepresentations, falsifications in written/oral reporting or official inquiry.

## **6 Repeated violations –**

Repeated violations of the rules and regulations, policies, procedures, directives or orders shall be indicative of an employee's disregard of the obligations of all employees and may be cause for dismissal. This shall apply regardless of the severity of the offense and reckoning period, and regardless of whether the violations are of the same type.



## **7 Relationship of penalties to offense**

The range of penalties shall in no way limit the penalty that may be imposed.

## **8 Disciplinary Procedures**

A. Repeated violations will result in progressively more severe penalty(s).

B. Nothing shall limit the Chief of Police or Hearing Officer, with just cause, from imposing a penalty outside the set range.

## **9. Accepting Reports Alleging Employee Misconduct**

All Internal Affairs Allegations shall be accepted by a member of this agency, investigated and governed in accordance with NJ Attorney General Guidelines, County Policy and Department Policy established by the Chief of Police.

Councilmember                      offered the following resolution and moved its adoption:

**RESOLUTION APPROVING REVISED RULES AND REGULATIONS FOR THE WEST  
LONG BRANCH POLICE DEPARTMENT**

10/18/23

WHEREAS, the rules and regulations for the West Long Branch Police Department have not been updated or revised in many years; and

WHEREAS, the senior staff of the police department has recommended changes to the current rules and regulations, which recommendations have been considered and discussed between the council’s Police Committee, the Borough’s Labor Counsel, the Borough Attorney, the Borough Administrator, and senior staff of the police department; and

WHEREAS, the collaboration of those parties have culminated in the attached proposed revised rules and regulations to be adopted by the Borough Council;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of West Long Branch that the attached revised Rules and Regulations of the West Long Branch Police Department are hereby adopted, and the department shall take steps to provide each police officer with the same.

Seconded by Councilmember                      and carried upon the following roll call vote:

- AYES:
- NAYS:
- ABSENT:
- ABSTAIN:

I hereby certify the foregoing to be a true and exact copy of the original resolution as adopted by the West Long Branch Borough Council on October 18, 2023.

\_\_\_\_\_  
BOROUGH CLERK



WLBR-01040

October 13, 2023

Mayor and Borough Council  
C/O Carolina Santos, West Long Branch Borough Clerk  
965 Broadway, West Long Branch, NJ 07764

**Re: West Long Branch Department of Public Works Building Improvements  
Recommendation of Award**

Dear Ms. Santos;

On Thursday October 12, 2023, bids were received for the referenced project, with three bidders responding. The results are as follows:

BIDDER	BID
Shorelands Construction	\$1,199,000.00
McCauley Construction	\$1,314,000.00
Tekcon Construction	\$1,417,907.00
Engineer/Architects Estimate	\$1,352,000.00

We have reviewed the bid received from Shorelands Construction. We are familiar with Shorelands Construction as they have satisfactorily completed prior projects in West Long Branch and the surrounding municipalities. In view of the favorable bids and contractor credentials, it is our recommendation that the contract be awarded to Shorelands Construction in the total amount of \$1,199,000.00.

The award should be subject to the certification of funds, and review and approval of the bid documents by the Borough Attorney. If you have any questions or require additional information, please call.

Very truly yours,

T&M ASSOCIATES

---

JULIE E. NASTASI  
WEST LONG BRANCH CLIENT MANAGER

JEN

cc: Jason Gonter Borough Administrator  
Greg Baxter, Esq., Borough Attorney (with copy of bid package)  
Anthony Valenti, Director of Public Works  
Parallel Architects

G:\Projects\WLBR\01052\Correspondence\Santos-JEN-DPW Building Renovation- Recommendation of Award 10-12-2023.doc

Councilmember                      offered the following resolution and moved its adoption:

**RESOLUTION AWARDING CONTRACT – WEST LONG BRANCH DEPARTMENT OF  
PUBLIC WORKS BUILDING IMPROVEMENTS PROJECT**

10/18/23

WHEREAS, the Borough advertised for the receipt of bids for the Department of Public Works Building Improvements Project, and accepted said bids on October 12, 2023; and

WHEREAS, the Borough received the following bids:

<u>BIDDER</u>	<u>BID</u>
<i>Shorelands Construction</i>	<i>\$1,199,000.00</i>
<i>McCauley Construction</i>	<i>\$1,314,000.00</i>
<i>Tekcon Construction</i>	<i>\$1,417,907.00</i>
<i>Engineers/Architects Estimate</i>	<i>\$1,352,000.00</i>

WHEREAS, the lowest responsible bidder is Shorelands Construction in the amount of \$1,199,000.00; and

WHEREAS, the Borough Engineer recommends that the contract be awarded to Shorelands Construction in the total amount of \$1,199,000.00; and

WHEREAS, funds are available for this purpose;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of West Long Branch that a contract be awarded to Shorelands Construction, 7 Columbus Dr, Monmouth Beach, NJ 07750, in the total amount of \$1,199,000.00, for the West Long Branch Department of Public Works Building Improvements Project; and

BE IT FURTHER RESOLVED that the Mayor and Borough Clerk are hereby authorized to execute the contract; and

BE IT FURTHER RESOLVED that all other bids be rejected, and the bid bonds of those bidders be returned.

Seconded by Councilmember                      and carried upon the following roll call vote:

AYES:  
NAYS:  
ABSENT:  
ABSTAIN:

I hereby certify the foregoing to be a true and exact copy of the original resolution as adopted by the West Long Branch Borough Council on October 18, 2023.

\_\_\_\_\_  
BOROUGH CLERK

The Board of Education of Shore Regional High School District in the county of Monmouth (hereinafter "Shore"), and the Borough of West Long Branch, in the county of Monmouth (hereinafter "West Long Branch"), hereby agree that:

1. Shore will transport pupils who reside in West Long Branch, New Jersey and attend Shore Regional High School along or adjacent to routes hereinafter described to and from places hereinafter specified, every school day from September 1, 2023 to June 30, 2024, said dates comprising the 2023-2024 school year.
2. Shore shall be paid by West Long Branch the sum herein described for two (2) routes as shown on Exhibit O-1, annexed hereto and made a part hereof. All buses will complete the morning run and transport the students to Shore Regional at or before 7:30 a.m.. All buses will return the students to their homes at the end of each school day upon dismissal at 2:25 p.m.
3. West Long Branch agrees that if Shore fully performs the services required herein, it will pay to Shore on an annual contract the sum of \$38,310 payable in ten (10) installments of \$3,831 per month.
4. It is understood that the \$38,310 Figure in paragraph 3 is the expected and maximum cost to be paid by West Long Branch for the time indicated in paragraph 1 herein. It is explicitly understood that the figure of \$38,310 may decrease as a result of the lack of need for the number of buses indicated once the school year begins. Should that occur, Shore will recalculate the cost and provide a prorated reduction for the balance of the year, which shall be given in the form of reduced payments for the remaining payment due under this contract. West Long Branch understands that there will be no decrease unless there is a cost reduction to Shore.
5. Shore does hereby agree to provide transportation to all West Long Branch students covered under this contract attending Shore Regional High School unless the student chooses to provide his/her own method of transportation.
6. Shore will provide the necessary buses during the contract period and qualified bus drivers for the designated routes.
7. Shore will be responsible for the maintenance of the buses with no additional cost to West Long Branch Borough.
8. The individual bus stops will be established by Shore and will be adjusted as needed.
9. The failure of one party to this contract to comply with the provisions hereof shall constitute good cause for its termination by the other party to it.

10. Payment from West Long Branch to Shore shall be made upon submission of vouchers by Shore in the ordinary course and consistent with the payment terms set forth in paragraph 3 herein.

IN WITNESS WHEREOF, the parties have duly signed this contract this \_\_\_\_\_  
Day of \_\_\_\_\_, 2023.

The Board of Education of Shore Regional High School District in the County of Monmouth.

\_\_\_\_\_  
Corey Lowell,  
School Business Administrator/Board Secretary

\_\_\_\_\_  
Dr. Diane K. Merla,  
President, Board of Education

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Carolina Santos  
Borough Clerk

\_\_\_\_\_  
Janet Tucci  
Mayor, West Long Branch

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# TRIP SUMMARY

08/04/2023

## By Stop Time

### SHORE 15 MO BEACH AM

24 DUME', JODOIN

TIME	LOCATION
1 6:14 am	BUS YARD
2 6:22 am	HARBOUR WAY & LORI RD
3 6:24 am	GULL POINT RD & MEADOW AVE
4 6:24 am	MEADOW AVE & PATTEN AVE
5 6:25 am	TOCCI AVE & WESLEY ST
6 6:26 am	HASTINGS PL & WESLEY ST
7 6:27 am	NAVESINK DR & CENTER RD
8 6:28 am	CENTER RD & MONMOUTH PKWY
9 6:29 am	BEACH RD & RIVERDALE AVE
10 6:30 am	BEACH RD & BORDEN ST
11 6:31 am	SAILORS WAY & SEAVIEW AVE
12 6:33 am	PARK RD & SEAVIEW AVE
13 6:35 am	BEACH RD & RIVER AVE
14 6:36 am	RIVERDALE AVE & ROBBIN ST
15 6:37 am	DREW CT & RIVERDALE AVE
16 6:37 am	RIVERDALE AVE & VALENTINE ST
17 6:38 am	COOK ST & RIVERDALE AVE
18 6:39 am	COLUMBIA AVE & RIVERDALE AVE
19 6:49 am	SHORE REGIONAL HS (SHORE)

### SHORE SEA BRIGHT AM

07 VOSS, RICKY

TIME	LOCATION
1 6:15 am	BUS YARD
2 6:23 am	55 OCEAN AVENUE CONDOS
3 6:28 am	1201 OCEAN AVE
4 6:34 am	OCEAN AVE & VIA RIPA ST
5 6:36 am	OCEAN AVE & RIVERVIEW PL
6 6:37 am	640 OCEAN AVE
7 6:40 am	OCEAN AVE & CHURCH ST
8 6:41 am	OCEAN AVE & CENTER ST
9 6:43 am	ISLAND VIEW WAY & OCEAN AVE
10 6:44 am	OCEAN AVE & OCEAN REEF
11 6:45 am	OCEAN AVE & RIVERVIEW RD
12 6:46 am	116 OCEAN AVE
13 6:59 am	SHORE REGIONAL HS (SHORE)

### SHORE INT/AL/DL AM

04 KOPEC, WALTER

TIME	LOCATION
1 6:18 am	BUS YARD
2 6:24 am	NORWOOD AVE & POPLAR AVE
3 6:25 am	BRIGHTON AVE & NORWOOD AVE
4 6:27 am	NEPTUNE AVE & PAGE AVE
5 6:28 am	PAGE AVE & SPIER AVE
6 6:28 am	CORLIES AVE & PAGE AVE
7 6:29 am	CORLIES AVE & NORWOOD AVE
8 6:30 am	OCEAN AVE & ELBERON AVE
9 6:31 am	EUCLID AVE & NORWOOD AVE
10 6:33 am	BUTTERMERE AVE & IONA ST
11 6:35 am	GRASSMERE AVE & WESTRA ST
12 6:36 am	GRASSMERE AVE & BARRA ST
13 6:36 am	GRASSMERE AVE & RONA ST & WINDERMERE AVE
14 6:37 am	FERNMERE AVE & RONA ST
15 6:38 am	BARRA ST & BUTTERMERE AVE & WOODMERE AVE
16 6:39 am	BRIDLEMERE AVE & MONMOUTH RD & WESTRA ST
17 6:51 am	SHORE REGIONAL HS (SHORE)

### SHORE 13 OCEANPORT AM

29 SHEARD, BENJAMIN

TIME	LOCATION
1 6:20 am	BUS YARD
2 6:22 am	110 MONMOUTH RD
3 6:23 am	EVERGREEN LN & MONMOUTH RD
4 6:24 am	MONMOUTH RD & PINE TREE LN
5 6:25 am	IRMA PL & MONMOUTH RD
6 6:26 am	EATONTOWN BLVD & HILL CT
7 6:27 am	EATONTOWN BLVD & TURF DR
8 6:28 am	BRANCH AVE & WOLFHILL AVE
9 6:29 am	BRANCH AVE & EATONTOWN BLVD
10 6:29 am	EATONTOWN BLVD & ELIZABETH DR
11 6:31 am	MAIN ST & 2ND HEDGE DR
12 6:32 am	MAIN ST & 2ND WHITEHALL CIR
13 6:33 am	MAIN ST & MONMOUTH PARK PL
14 6:34 am	MAIN ST & WOLFHILL AVE
15 6:35 am	MAIN ST & CENTER ST
16 6:35 am	MAIN ST & ARCANA AVE
17 6:37 am	OCEANPORT AVE & RIVERSIDE AVE
18 6:39 am	HORSENECK POINT RD & PARK AVE
19 6:42 am	SANGER AVE & SHERRILL AVE
20 6:42 am	SALTZMAN AVE & SANGER AVE
21 6:44 am	OCEANPORT AVE & PEMBERTON AVE
22 6:46 am	KIMBERLY WAY & PORT AU PECK AVE
23 6:47 am	OSPREY LN & PORT AU PECK AVE
24 6:48 am	1247 EATONTOWN BLVD
25 6:48 am	12 BURNT MILL CIR
26 6:50 am	BURNTMILL CIR & EVERGREEN LN
27 6:52 am	SHORE REGIONAL HS (SHORE)

**SHORE 06 WLB AM**

14 REEMAN, GLENN

	<u>TIME</u>	<u>LOCATION</u>
1	6:24 am	BUS YARD
2	6:26 am	MONROE AVE & WALL ST
3	6:27 am	LARCHWOOD AVE & WALL ST
4	6:27 am	ELMWOOD AVE & WALL ST
5	6:28 am	FAIRWAY AVE & PINWOOD AVE & WALL ST
6	6:29 am	GARDEN TER & WALL ST
7	6:31 am	MITCHELL TER & WALL ST
8	6:32 am	262 NORWOOD AVE
9	6:33 am	HOLLYWOOD AVE & NORWOOD AVE
10	6:35 am	CEDAR AVE & ELMWOOD AVE
11	6:36 am	CEDAR AVE & MONROE AVE
12	6:38 am	MONMOUTH RD & PARK MEADOW LN
13	6:38 am	HENDRICKSON PL & MONMOUTH RD
14	6:39 am	FULTON AVE & MONMOUTH RD
15	6:41 am	ALBA LN & W PALMER AVE
16	6:42 am	CENTURY DR & WINDSOR DR
17	6:43 am	122 WHALEPOND RD
18	6:44 am	W PALMER AVE & WHALEPOND RD
19	6:44 am	KAREN CT & WHALEPOND RD
20	6:45 am	GIRARD AVE & WHALEPOND RD
21	6:45 am	COOPER AVE & WHALEPOND RD
22	6:46 am	KASTOR LN & WHALEPOND RD
23	6:47 am	MEADOW LN & WALL ST & FRIENDSHIP LN
24	6:48 am	NOLAN DR & WALL ST
25	6:52 am	SHORE REGIONAL HS (SHORE)

**SHORE 16 OCEANPORT AM**

13 EDWARDS, WILLIAM

	<u>TIME</u>	<u>LOCATION</u>
1	6:25 am	BUS YARD
2	6:29 am	SUMMERFIELD AVE & OCEANPORT AVE
3	6:29 am	E MAIN ST & LAKE AVE
4	6:30 am	57 BRIDGEWATERS DR (TOWNHOUSES)
5	6:31 am	BUNGALOW PL & RELWOF AVE
6	6:32 am	ASBURY AVE & ROSSITER PL
7	6:33 am	AVON AVE & SEA GIRT AVE
8	6:34 am	BELMAR AVE & MILTON AVE
9	6:34 am	AVON AVE & MILTON AVE
10	6:35 am	BRADLEY AVE & MILTON AVE
11	6:36 am	ALLENHURST AVE & MILTON AVE
12	6:36 am	LONG BRANCH AVE & MILTON AVE
13	6:38 am	BLACKBERRY BAY DR & GOOSENECK POINT RD
14	6:39 am	BLUE POINT & BALMER CT & MONMOUTH BLVD
15	6:40 am	SAGAMORE AVE & SHREWSBURY AVE
16	6:40 am	TECUMSEH AVE & SHREWSBURY AVE
17	6:42 am	BRANCHPORT AVE & COLONIAL DR
18	6:46 am	EATONTOWN BLVD & MASSARO ST
19	6:51 am	SHORE REGIONAL HS (SHORE)

**SHORE 09 OCEANPORT AM**

09 PEHLIVAN, MELAHAT

	<u>TIME</u>	<u>LOCATION</u>
1	6:27 am	BUS YARD
2	6:27 am	BRANCHPORT AVE & DOREEN DR & RIVERBEND RD
3	6:28 am	BRANCHPORT AVE & MORRIS PL
4	6:29 am	BRANCHPORT AVE & PORT AU PECK AVE
5	6:29 am	FIGURE CT & PORT AU PECK AVE
6	6:30 am	PORT AU PECK AVE & SHREWSBURY AVE
7	6:31 am	PORT AU PECK AVE & TECUMSEH AVE
8	6:32 am	PORT AU PECK AVE & SAGAMORE AVE
9	6:33 am	129 MONMOUTH BLVD
10	6:34 am	BAYVIEW PL & HIAWATHA AVE
11	6:35 am	HIAWATHA AVE & PORT AU PECK AVE
12	6:36 am	ALGONQUIN AVE & PORT AU PECK
13	6:36 am	WYANDOTTE AVE & PORT AU PECK
14	6:37 am	POCAHONTAS AVE & PORT AU PECK
15	6:38 am	SERAND AVE & PORT AU PECK
16	6:38 am	CAYUGA AVE & PORT AU PECK
17	6:39 am	GENESSEE AVE & PORT AU PECK
18	6:40 am	PORT AU PECK AVE & TICONDEROGA AVE
19	6:41 am	ONEIDA AVE & COMMANCHE DR
20	6:42 am	POCAHONTAS & COMANCHE
21	6:43 am	ALGONQUIN AVE & COMANCHE DR
22	6:43 am	COMANCHE DR & HIAWATHA AVE
23	6:44 am	COMANCHE DR & WINHAR PL
24	6:45 am	ITASKA PL & COMANCHE
25	6:52 am	SHORE REGIONAL HS (SHORE)

**SHORE 05 WLB AM**

05 LAVENE, SHERRY

	<u>TIME</u>	<u>LOCATION</u>
1	6:30 am	BUS YARD
2	6:32 am	HOMESTEAD AVE & LAUREL ST
3	6:33 am	LAUREL ST & N LOCUST AVE
4	6:34 am	15 THOMPSON ST
5	6:35 am	OCEANPORT AVE & RIVINGTON AVE
6	6:36 am	N LINDEN AVE & VICTOR AVE
7	6:36 am	VICTOR AVE & WINDSOR AVE
8	6:37 am	OCEANPORT AVE & WINDSOR AVE
9	6:38 am	GOLF ST & HEIDL AVE
10	6:39 am	E CHESTNUT PL & GOLF ST & SHERMAN AVE
11	6:40 am	GOLF ST & ORCHARD RD
12	6:42 am	BAMPTON PL & E WALNUT PL
13	6:45 am	PARKER RD & WOODS RD
14	6:46 am	S ARLENE DR & WOODS RD
15	6:48 am	MUNCY DR (2) & S ARLENE DR
16	6:49 am	PARKER RD & S BELLE DR
17	6:52 am	SHORE REGIONAL HS (SHORE)



**SHORE INT/AL/DL PM**

04 KOPEC, WALTER

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	<u>TIME</u>	<u>LOCATION</u>
1	2:25 pm	SHORE REGIONAL HS (SHORE)
2	2:36 pm	NORWOOD AVE & POPLAR AVE
3	2:37 pm	NORWOOD AVE & BRIGHTON AVE
4	2:40 pm	NORWOOD AVE & NEPTUNE AVE
5	2:40 pm	NORWOOD AVE N & SPIER AVE
6	2:41 pm	NORWOOD AVE N & CORLIES AVE
7	2:42 pm	NORWOOD AVE S & EUCLID AVE
8	2:44 pm	GRASSMERE AVE & IONA ST
9	2:45 pm	GRASSMERE AVE & WESTRA ST
10	2:46 pm	GRASSMERE AVE & BARRA ST
11	2:46 pm	GRASSMERE AVE & RONA ST
12	2:47 pm	FERNMERE AVE & RONA ST
13	2:49 pm	BARRA ST & BUTTERMERE AVE & WOODMERE AVE
14	2:49 pm	BRIDLEMERE AVE & MONMOUTH RD & WESTRA ST
15	3:00 pm	BUS YARD

**SHORE 05 WLB PM**

05 LAVENE, SHERRY

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	<u>TIME</u>	<u>LOCATION</u>
1	2:25 pm	SHORE REGIONAL HS (SHORE)
2	2:28 pm	BROADWAY & HOMESTEAD AVE
3	2:30 pm	BROADWAY & GOLF ST
4	2:31 pm	VICTOR AVE & WINDSOR AVE
5	2:32 pm	RIVINGTON AVE & VICTOR AVE
6	2:36 pm	2 MAPLE PL

Councilmember                      offered the following resolution and moved its adoption:

**RESOLUTION APPROVING AND AUTHORIZING PUPIL TRANSPORTATION  
CONTRACT WITH SHORE REGIONAL HIGH SCHOOL DISTRICT**

10/18/23

WHEREAS, N.J.S.A. 18A:39-1.2 authorizes regional school boards to provide discretionary bussing to students within 2½ miles of the school by entering into a contractual agreement with a participating municipality; and

WHEREAS, SHORE REGIONAL HIGH SCHOOL DISTRICT (hereafter referred to as “SHORE REGIONAL”) has provided discretionary bussing to West Long Branch students in the past; and

WHEREAS, the Governing Body of the Borough of West Long Branch has restudied the matter regarding cost, area to be covered by bussing, and route changes, and has determined that it is in the best interest of the Borough to continue this arrangement; and

WHEREAS, funds are or will be available for payment of these costs;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of West Long Branch that the attached contract between SHORE REGIONAL and the Borough of West Long Branch be and the same is hereby approved, and the Mayor and Borough Clerk are hereby authorized to sign the same; and

BE IT FURTHER RESOLVED that the attached contract, in the amount of \$38,310.00 for the 2023-2024 school year, is hereby approved, payment for which shall be made in ten (10) installments, which are allocated in the amount of \$3,831.00 per month.

Seconded by Councilmember                      and carried upon the following roll call vote:

AYES:  
NAYS:  
ABSENT:  
ABSTAIN:

I hereby certify the foregoing to be a true and exact copy of the original resolution as adopted by the West Long Branch Borough Council on October 18, 2023.

\_\_\_\_\_  
BOROUGH CLERK

Councilmember                      offered the following resolution and moved its adoption:

**RESOLUTION RELEASING ESCROW FEES FOR  
RALPH D. TAWIL, ESQ. (1062 BROADWAY)**

10/18/23

WHEREAS, RALPH D. TAWIL, ESQ. posted escrow fees in connection with improvements on the property located on 1062 Broadway, known as Lot 2 in Block 78; and

WHEREAS, RALPH D. TAWIL has previously submitted an escrow to the Borough of West Long Branch which remains on deposit; and

WHEREAS, JEAN TAWIL, Mr. Tawil’s wife, has requested the balance of their escrow fees be refunded as Mr. Tawil passed away approximately a year ago; and

WHEREAS, the C.F.O. advised that there is a total balance of \$4,142.45 in their escrow accounts and recommends its release;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of West Long Branch that the sum of \$4,142.45 and any additional accrued interest be refunded to THE ESTATE OF RALPH D. TAWIL, ESQUIRE, 1062 Broadway, West Long Branch, New Jersey 07764; and

BE IT FURTHER RESOLVED that the appropriate Borough Officials are authorized to take action in accordance with this resolution.

Seconded by Councilmember                      and carried upon the following roll call vote:

- AYES:
- NAYS:
- ABSENT:
- ABSTAIN:

I hereby certify the foregoing to be a true and exact copy of the original resolution as adopted by the West Long Branch Borough Council on October 18, 2023.

\_\_\_\_\_  
BOROUGH CLERK

Councilmember                      offered the following resolution and moved its adoption:

**RESOLUTION RELEASING ESCROW FEES FOR  
BET YAAKOV JS GIRLS, LLC (210 WALL ST)**

10/18/23

WHEREAS, BET YAAKOV JS GIRLS, LLC. posted escrow fees in connection with improvements on the property located on 210 Wall Street, known as Lot 10 in Block 20; and

WHEREAS, BET YAAKOV JS GIRLS, LLC has withdrawn their application and is requesting a refund of their escrow deposit; and

WHEREAS, the C.F.O. advised that there is a total balance of \$1,199.25 in their escrow account and recommends its release;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of West Long Branch that the sum of \$1,199.25 and any additional accrued interest be refunded to BET YAAKOV JS GIRLS, LLC, 800 Bowyer Ave, Long Branch, New Jersey 07740; and

BE IT FURTHER RESOLVED that the appropriate Borough Officials are authorized to take action in accordance with this resolution.

Seconded by Councilmember                      and carried upon the following roll call vote:

- AYES:
- NAYS:
- ABSENT:
- ABSTAIN:

I hereby certify the foregoing to be a true and exact copy of the original resolution as adopted by the West Long Branch Borough Council on October 18, 2023.

\_\_\_\_\_  
BOROUGH CLERK

Councilmember                      offered the following resolution and moved its adoption:

**RESOLUTION RELEASING ESCROW FEES FOR  
FER PROPERTIES, LLC (103 MONMOUTH RD)**

10/18/23

WHEREAS, FER PROPERTIES, LLC posted escrow fees in connection with improvements on the property located on 103 Monmouth Rd, known as Lot 8.01 in Block 68; and

WHEREAS, FRANK ROSANO OF FER PROPERTIES, LLC has withdrawn their application and is requesting a refund of their escrow deposit; and

WHEREAS, the C.F.O. advised that there is a total balance of \$1,963.00 in their escrow account and recommends its release;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of West Long Branch that the sum of \$1,963.00 and any additional accrued interest be refunded to FER PROPERTIES, LLC, 103 Monmouth Rd, West Long Branch, New Jersey 07764; and

BE IT FURTHER RESOLVED that the appropriate Borough Officials are authorized to take action in accordance with this resolution.

Seconded by Councilmember                      and carried upon the following roll call vote:

AYES:  
NAYS:  
ABSENT:  
ABSTAIN:

I hereby certify the foregoing to be a true and exact copy of the original resolution as adopted by the West Long Branch Borough Council on October 18, 2023.

\_\_\_\_\_  
BOROUGH CLERK

Councilmember                    offered the following resolution and moved its adoption:

**RESOLUTION AWARDING CONTRACT FOR  
LEAF COMPOSTING WITH MAZZA MULCH**

10/18/23

WHEREAS, the County of Monmouth has authorized and approved various sites in the County as “Authorized Leaf Mulching Sites”; and

WHEREAS, contracts awarded for leaf mulching sites are exempt from the public bidding requirements of the Local Public Contracts Law pursuant to N.J.S.A. 40A:11-5(1)(s); and

WHEREAS, the Borough solicited and received the following quotes:

Borough of Oceanport	Unable to facilitate Borough’s need for service
Kauffman Farms	\$4.75/C.Y.
Mazza Mulch	\$6.50/C.Y

WHEREAS, The Borough of Oceanport, Kauffman Farms, and Mazza Mulch are authorized by Monmouth County as Leaf Mulching Sites; and

WHEREAS, Kauffman Farms offered the lowest cost per cubic yard, however, the Director of Public works and Borough Purchasing Agent deem that delivering leaves to their site would cause undue hindrance to Borough time, fuel usage, and resources, and would contribute to the overall wear and tear of Borough equipment.

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of West Long Branch hereby awards a contract for leaf composting to MAZZA MULCH, in the amount of \$6.50/C.Y, and the Borough agencies and employees are hereby authorized to deliver leaves to Mazza Mulch located on 3230 Shafto Road, Tinton Falls, NJ 07753, for the 2022-2023 season.

Seconded by Councilmember                    and carried upon the following roll call vote:

AYES:  
NAYS:  
ABSENT:  
ABSTAIN:

I hereby certify the foregoing to be a true and exact copy of the original resolution as adopted by the West Long Branch Borough Council on October 18, 2023.

\_\_\_\_\_  
BOROUGH CLERK

**• KAUFFMAN FARMS**  
**93 SQUANKUM YELLOWBROOK RD**  
**FARMINGDALE NJ 07727**  
**732 620 3186**

**11/15/2023**

**To: Anthony J. Valenti**  
**Director of West Long Branch Public Works**

**Quote for the desposal of leave from the Borough of Long Branch for the fall of 2023.**

**Approximate Cu/yds 1400 @ \$4.75 per Cu/yd = \$6,650.00**

**All funds to be payable to Kauffman Farms**

**Thank you**

**Douglas Kauffman**

**Owner**



James F. Mazza, Jr., President  
Email: [nadine@mazzamulch.com](mailto:nadine@mazzamulch.com)  
Office Phone: 732-922-9292, Ext. 107  
Office Contact: Nadine Santilli

**Client Information:**

Customer Name	West Long Branch DPW
Street	379 Monmouth Road, #A
Municipality, State, Zip	West Long Branch, NJ 07764
Contact Name	Anthony J. Valenti, Jr., CPWM, CRP, Director
Contact Phone (Direct)	732-571-5967
	Department of Public Works
Contact Email	<a href="mailto:avalenti@westlongbranch.org">avalenti@westlongbranch.org</a>
Quote Number	2023.10.03-WLBLeavesScale

Mazza Mulch is pleased to provide you with this quotation for disposal services *for the period between October 3, 2023 to December 31, 2023*

**\$6.50 Cubic Yard\*\* – LEAVES** – *West Long Branch DPW or approved West Long Branch subcontracted trucking bringing leaves to Mazza Mulch yard at 3230 Shafto Road, Tinton Falls, NJ 07753 in 29 CY trucks and/or 14 CY Vac Trucks*

- Disposal of materials to Mazza Mulch, Inc. yard at 3230 Shafto Road, Tinton Falls will be confirmed with work order ticket records and monthly summary billing
- Does not include any handling of tree stumps, logs or oversized branches in loads
- No Bulky Waste, Household Trash and (non-biodegradable **plastic**) Bagged Brush/Leaves allowed in loads
- Scale operations for Mulch yard Monday-Friday 7:00 am to 4:00 pm and Saturday 7:00 am to 1:00 pm; closed on holidays.
- Purchase Order required prior to start of service
- Please provide advanced notification if the Borough intends to utilize subcontracted trucking

If you have any questions, contact Nadine Santilli, Ext. 107 ([nadine@mazzamulch.com](mailto:nadine@mazzamulch.com)).  
Purchase Order documents are to be emailed to [nadine@mazzmulch.com](mailto:nadine@mazzmulch.com) or faxed to 732-922-4636.  
Thank you for your interest in our services.

**Date of Proposal: 10/03/2023**

James F. Mazza, Jr., President

Mazza Mulch, Inc.

\_\_\_\_\_  
West Long Branch-Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title of Signatory as appears above



10/18/23

Councilmember                      offered the following resolution and moved its adoption:

**RESOLUTION REFUNDING SOLICITOR LICENSE FEE**

WHEREAS, Katherine Rudden, filed an application for a solicitor license for the Borough’s 2023 Fall Festival; and

WHEREAS, due to the potential inclement weather and absence of a rain date for the event, Miss Rudden requested to be removed from the list of vendors and forfeit her issued solicitor license; and

WHEREAS, the solicitors license issued to Miss Rudden was deemed void and the coordinators of the Fall Festival were informed of her withdrawal; and

WHEREAS, Katherine Rudden did not participate in the capacity of vendor at the 2023 Fall Festival and has requested the \$25.00 solicitor license fee be refunded to her; and

WHEREAS, the Borough Clerk has confirmed that a refund is in order.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of West Long Branch that the sum of \$25.00, which represents the solicitor license fee for a single-day event, be refunded to Katherine Rudden, 6 Turtle Creek Run, Barnegat, NJ 08005; and

BE IT FURTHER RESOLVED that the appropriate Borough officials are hereby authorized to take action consistent with this resolution.

Seconded by Councilmember                      and carried upon the following roll call vote:

- AYES:
- NAYS:
- ABSENT:
- ABSTAIN:

I hereby certify the foregoing to be a true and exact copy of the original resolution as adopted by the West Long Branch Borough Council on October 18, 2023.

\_\_\_\_\_  
BOROUGH CLERK

P.O. Type: All      Include Project Line Items: Yes      Open: N      Paid: N      Void: N  
 Range: First      to Last      Rcvd: Y      Held: Y      Aprv: N  
 Format: Condensed      Bid: Y      State: Y      Other: Y      Exempt: Y  
 Vendors: All      Include Non-Budgeted: Y  
 Rcvd Batch Id Range: First      to Last

PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type
22-01253	09/27/22	E0068	Elite Emergency Lights LLC	2023 FORD INTERCEPTOR BUILD	Open	16,837.93	0.00
23-00307	03/03/23	BACKY005	BACKYARD STRUCTURES	COTTAGE AT PD QUOTE#: 2137	Open	8,000.00	0.00
23-00689	05/18/23	A0101	ALL HANDS FIRE EQUIPMENT	FIRE DEPT. QUOTE# EST35229	Open	9,957.48	0.00
23-00989	07/25/23	T0141	TRAFFIC PLAN	PUBLIC WORKS UNIFORM ORDER	Open	1,624.13	0.00
23-00990	07/25/23	T0141	TRAFFIC PLAN	PUBLIC WORKS UNIFORM ORDER	Open	1,280.26	0.00
23-00994	07/25/23	T0088	TEAM GREEN LAWN SPRINKLERS	WINTERIZE VALENZANO	Open	150.00	0.00
23-01037	08/01/23	R0120	EMILY RONAN	2023 FALL FEST FLYER DESIGN	Open	100.00	0.00
23-01052	08/07/23	COBAN005	COBAN TECHNOLOGIES, INC.	PD INVOICE NO. 53236	Open	252.50	0.00
23-01060	08/07/23	M0252	MAZZA RECYCLING SERVICES, LTD.	JUL 2023 RECYCLING	Open	632.61	0.00
23-01132	08/22/23	LISAK005	LISA KRUNKEL	SUB JUDGE AUG 16., 2023	Open	500.00	0.00
23-01135	08/22/23	T0141	TRAFFIC PLAN	DPW ORDER#: 002740 SORRENTINO	Open	3,600.00	0.00
23-01181	08/31/23	ALEXL005	ALEX LASALLE	MOVIE NIGHT REFRESHMENTS/DVD	Open	155.01	0.00
23-01189	08/31/23	CRYST005	CRYSTAL SPRINGS	WATER INV#: 21886129 082723	Open	288.30	0.00
23-01212	09/08/23	H0027	HOME DEPOT - CREDIT SERVICES	POLICE PURCHASE 9/5/2023	Open	20.98	0.00
23-01217	09/08/23	K0049	KONICA MINOLTA BUSINESS SOLU.	COPIER INV#: 289050258	Open	101.13	0.00
23-01231	09/11/23	I0034	MICHAEL IRENE, JR.	PLANNING BOARD INVOICES	Open	1,336.50	0.00
23-01232	09/11/23	I0034	MICHAEL IRENE, JR.	ZONING BOARD INVOICES	Open	6,195.00	0.00
23-01238	09/12/23	GASKO05	GASKO'S FAMILY FARM	FALL ORDER - REC DEPT	Open	2,128.24	0.00
23-01249	09/13/23	C0141	COUNTY OF MONMOUTH	FIRE DEPARTMENT w/o#: 49921	Open	662.74	0.00
23-01261	09/19/23	N0005	NAPA AUTO PARTS CENTER	POLICE INV#: 00365004246	Open	55.38	0.00
23-01262	09/19/23	TARGE005	TARGET SOLUTIONS, LLC	GUARDIAN SOFTWARE#: INV78423	Open	1,711.80	0.00
23-01269	09/19/23	J0044	HUNTER KEYSTONE PETERBILT	DPW INV#: X205265481:01	Open	177.84	0.00
23-01271	09/19/23	N0005	NAPA AUTO PARTS CENTER	POLICE INV#: 00365003946	Open	304.20	0.00
23-01277	09/19/23	ALLIS005	ALLISON PEST CONTROL, LLC	LIBRARY INVOICE NO. 495238	Open	240.00	0.00
23-01280	09/19/23	F0066	FOSTER & COMPANY, INC.	DPW QUOTE NO. 74801 NUTS/BOLTS	Open	356.05	0.00
23-01282	09/19/23	G0001	G&M TROPHY COMPANY	INVOICE NO. 9375-a	Open	144.00	0.00
23-01296	09/29/23	MTBLL005	MTB LLC	BORO HALL ROOF REPAIRS 9/29/23	Open	2,160.00	0.00
23-01301	10/02/23	A0182	AMAZON CAPITAL SERVICES, INC.	TAX COLLECTOR OFFICE SUPPLIES	Open	553.53	0.00
23-01305	10/02/23	INSTI005	INSTITUTE FOR PROF DEVELOPMENT	CLERK WEBINAR INV#: 92723	Open	50.00	0.00
23-01309	10/02/23	G0087	GLENCO SUPPLY INC	DPW INV#: 31770 STREET SIGNS	Open	1,752.00	0.00
23-01312	10/02/23	N0005	NAPA AUTO PARTS CENTER	DPW INVOICES, VARIOUS	Open	33.20	0.00
23-01322	10/02/23	N0005	NAPA AUTO PARTS CENTER	POLICE INV#: 004440 PTRL 03	Open	30.42	0.00
23-01324	10/02/23	D0125	DELISA WASTE SERVICES	OCT 2023 - GARBAGE	Open	25,000.00	0.00
23-01327	10/02/23	W0038	W.B. MASON CO. INC.	BORO HALL OFFICE SUPPLIES	Open	208.94	0.00
23-01335	10/03/23	TELET005	TELETRAC NAVMAN	Dpw inv#92909402	Open	189.50	0.00
23-01336	10/03/23	S0012	SEABOARD WELDING	DPW INV#958868	Open	18.50	0.00
23-01337	10/03/23	MAZZA005	MAZZA MULCH	Sep Brush Tickets	Open	2,436.00	0.00
23-01339	10/03/23	J0011	JOHN GUIRE SUPPLY LLC	DPW INV#154155	Open	1,928.08	0.00
23-01340	10/03/23	S0047	STORR TRACTOR CO.	DPWINV#1166251	Open	322.88	0.00
23-01341	10/03/23	N0035	NJ LEAGUE OF MUNICIPALITIES	DPW ADVERTISING	Open	160.00	0.00
23-01345	10/03/23	MOBIL005	MOBILE ED PRODUCTIONS, INC.	FORCES AND MOTION ASSEMBLY	Open	1,320.90	0.00
23-01346	10/03/23	E0057	EBSCO	LIBRARY ACCT NO. RB 15151-00	Open	1.80	0.00
23-01347	10/03/23	VICTO005	VICTORIA GARDENS CONDOMINIUMS	STREET LIGHT REIMBURSEMENTS	Open	308.23	0.00
23-01348	10/03/23	W0034	WHISPERING MEADOW CONDO ASSOC.	STREET LIGHT REIMBURSEMENTS	Open	209.24	0.00
23-01350	10/03/23	C0160	CLEAN AIR COMPANY INC.	FIRE INVOICE NO. 230616	Open	2,001.60	0.00
23-01351	10/03/23	TRUGR005	TRUGREEN COMMERCIAL	PARKS INVOICES, VARIOUS	Open	800.00	0.00
23-01353	10/03/23	S0212	STATE OF NJ DEPT OF LABOR	QTR END 09/30/2021	Open	589.31	0.00
23-01356	10/03/23	CRYST005	CRYSTAL SPRINGS	WATER INV#: 21886129 092423	Open	1,050.00	0.00

PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type	
23-01357	10/03/23	EYEME005	EYEMED	VISION COVERAGE - OCT 2023	Open	67.34	0.00	
23-01358	10/03/23	PROJA005	PRO JANITORIAL SERVICES, LLC	JANITORIAL OCT 2023	Open	2,700.00	0.00	
23-01359	10/03/23	P0117	PLOSIA COHEN LAW FIRM	JUL - SEP 2023	Open	4,062.00	0.00	
23-01360	10/03/23	D0125	DELISA WASTE SERVICES	SEP 2023 - TIPPING 16-30	Open	10,099.67	0.00	
23-01361	10/03/23	NEWJE005	NEW JERSEY ADVANCE MEDIA	PLANNING AND ZONING ADS	Open	288.96	0.00	
23-01362	10/03/23	B0021	ATLANTIC PRINTING & DESIGN	JASON GONTER BUSINESS CARDS	Open	62.56	0.00	
23-01363	10/06/23	C0083	COMCAST & XFINITY *	ACCT NO. 8499 05 216 0042620	Open	1,024.72	0.00	
23-01364	10/06/23	V0027	VERIZON *	ACCT NO. 342213956-00001	Open	2,239.33	0.00	
23-01365	10/06/23	C0083	COMCAST & XFINITY *	ACCT NO. 8499 05 216 0043313	Open	967.90	0.00	
23-01366	10/06/23	J0042	JERSEY CENTRAL POWER & LIGHT	ACCT NO. 100 139 077 190	Open	23.66	0.00	
23-01367	10/06/23	J0042	JERSEY CENTRAL POWER & LIGHT	ACCT NO. 100 076 071 255	Open	6,284.32	0.00	
23-01371	10/06/23	C0083	COMCAST & XFINITY *	ACCT NO. 8499 05 216 0041994	Open	1,036.40	0.00	
23-01372	10/06/23	N0029	NEW JERSEY AMERICAN WATER CO.	ACCT NO. 1018-210041401043	Open	10,698.28	0.00	
23-01378	10/06/23	A0182	AMAZON CAPITAL SERVICES, INC.	ADMINISTRATOR OFC SUPPLIES	Open	67.46	0.00	
23-01389	10/06/23	C0008	CARUSO & BAXTER	TAX/LEGAL MATTERS BILLED 10/6	Open	2,281.54	0.00	
23-01393	10/11/23	C0083	COMCAST & XFINITY *	ACCT NO. 8499 05 216 0042612	Open	170.65	0.00	
23-01413	10/12/23	JASON005	JASON W. GONTER	HOTEL FOR LEAGUE CONFERENCE	Open	237.48	0.00	
23-01433	10/13/23	T0088	TEAM GREEN LAWN SPRINKLERS	VARIOUS INVOICES	Open	1,175.00	0.00	
Total Purchase Orders:		66	Total P.O. Line Items:	0	Total List Amount:	141,423.48	Total Void Amount:	0.00

Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Project Total
	2-01	17,355.40	0.00	17,355.40	0.00	0.00	0.00
	3-01	118,500.08	0.00	118,500.08	0.00	0.00	0.00
	3-03	0.00	0.00	0.00	0.00	0.00	5,436.00
Year Total:		118,500.08	0.00	118,500.08	0.00	0.00	5,436.00
	E-03	132.00	0.00	132.00	0.00	0.00	0.00
Total of All Funds:		135,987.48	0.00	135,987.48	0.00	0.00	5,436.00

Project Description	Project No.	Rcvd Total	Held Total	Project Total
GE 2618 CHERYL, LLC	PB-2023-01	676.50	0.00	676.50
CEDAR VILLAGE GROUP, LLC-SP	ZB-2022-08	198.00	0.00	198.00
LEONARDO DEBORBA	ZB-2022-11	330.00	0.00	330.00
MICHEAL STOUT	ZB-2022-15	148.50	0.00	148.50
KADA/HARA RESIDENCE	ZB-2022-17	297.00	0.00	297.00
ADRIANO RODRIGUES-PERIERA	ZB-2022-19	363.00	0.00	363.00
ADALBERTO DEMELO	ZB-2022-20	750.00	0.00	750.00
MCDONALD CORPORATION	ZB-2023-04	1,864.50	0.00	1,864.50
BET YANKOV JS GIRLS, LLC	ZB-2023-08	132.00	0.00	132.00
SAL ABECASIS	ZB-2023-09	379.50	0.00	379.50
KHDR SWED	ZB-2023-10	297.00	0.00	297.00
Total of All Projects:		5,436.00	0.00	5,436.00